

JOB OPPORTUNITY

Job Opportunity Bulletin: #05-130

Final Filing Date: Until Filled

Position:	Salary:	Location:
Staff Services Analyst	Range A \$2,632 - \$3,201 Range B \$2,850 - \$3,465 Range C \$3,418 - \$4,155	Office of Statewide Health Planning and Development Healthcare Information Division Accounting & Reporting Systems Section 818 K Street, Room 400 Sacramento, CA 95814

General Statement:

The incumbent is responsible for various tasks related to the development and maintenance of the ALIRTS application. Hours of work to cover business hours of 8:00 am to 5:00 pm.

Duties:

- Coordinate and implement the communication plan to keep healthcare facilities aware of their responsibility to submit their Annual Utilization Report.
- Coordinate with the publication plan to ensure the ALIRTS website displays accurate information in a timely manner.
- Test the ALIRTS application to assure that the edits are properly written.
- Serve as technical support to facilities that are preparing the Annual Utilization Report.

Desirable Qualifications:

- Good working knowledge of personal computers, Microsoft Office Suite, and Internet.
- Ability to communicate effectively and work cooperatively with others.
- Ability to maintain a high degree of initiative, independence, and accuracy in performing tasks.
- Demonstrated reliability, punctuality, and good attendance habits.
- Analyze the operation of an application and document problems.
- Serve as technical support for a web based application.

Who May Apply:

Applications will be accepted from individuals currently in this classification or who have list, transfer or reinstatement eligibility. Appointments are subject to SROA policies. Only the most qualified individuals will be interviewed.

OSHHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHHPD — Accounting & Reporting Systems Section
Michael B. Derrick (**Job #05-130**)
818 K Street, Room 400
Sacramento, CA 95814

For further information contact Michael B. Derrick at (916) 323-7673.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

